

# SPECIAL BULLETIN

OFFICE OF TRAINING

12 December 1977

## INTELLIGENCE BRIEFING COURSE

### DESCRIPTION

This course has been revised to provide the participants with some additional preparation time before they present their briefing. Instead of meeting ten half-day sessions, the participants will meet three times a week for three weeks. One day each week the class will meet all day; the other two days will run from 0900-1200.

Participants in this course will learn proper briefing techniques by applying basic principles in the preparation and presentation of practice briefings. Students will prepare, organize, and present primarily informational briefings. These will be videotaped and will be critiqued by the instructor and co-students so that all participants will be able to identify their individual strengths and weaknesses in the briefing mode.

STATINTL

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The course is open to Agency professionals who have briefing responsibilities or who anticipate such an assignment in the near future. Please address questions regarding the course to [REDACTED] on course registration, call ext [REDACTED]

<u>DATES OF OFFERING:</u>	16 January - 3 February 1978
<u>LENGTH</u> :	Three weeks, two mornings and one full day per week, nine sessions
<u>PLACE</u> :	Chamber of Commerce Building
<u>FREQUENCY</u> :	Ten times per year
<u>CLASS SIZE</u> :	12

This document is part of an integrated system of records from the file it must be reviewed in that context.

SPECIAL REQUIREMENTS/  
PREREQUISITES :

Codeword Clearance. If applicant does not have this clearance, he will be granted a temporary one for the course by the Office of Security

REGISTRATION DEADLINE:

Seven working days prior to the start of the course